



DATE: April 26, 2013

TO: All Offerors

FROM: Gaurang P. Pathak
Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2013-18

RFP for Behavior Analyst Services

ADDENDUM #2 Questions & Answers

Questions & Answers

Questions	Answers
1. Section number: 2 Paragraph number: heading- "Additional requirements" Page number: 2 Text of passage being questioned: "Additional requirements" Question: Do these need to be provided with the proposal or upon being awarded the proposal?	Additional requirements: These can be provided upon award of the contract but prior to providing services to the Christina School District.
2. Section number: 2 Paragraph number: B. Reference Page number: 4 Text of passage being questioned: Provide minimum three (3) references with name, address, phone number and contact person. Question: Can these be from Special Education Directors or Principals working in DE but not for Christina SD?	Yes.
3. Section II, Paragraph 1, Page 2, Behavior Analyst (approximately 10 FTE) ; Question: How many FTE does Christina School District currently outsource i.e. is this is increase over the current school year?	2 Part-time. We anticipate needing more for the next school year.
4. Section II, Paragraph 1, Page 2, Behavior Analyst (approximately 10	Devereux Cares and Providence Corporation

Questions & Answers

FTE); Questions: Who are your current providers of Behavior Analyst?	
5. Section II, Paragraph 1, Page 2, Behavior Analyst (approximately 10 FTE); Question: What are the current rates for services being charged per provider (or a prior bid tabulation)?	Hourly rate of \$110.00
6. Section II, Paragraph 1, Page 2, Behavior Analyst (approximately 10 FTE); Question: Are you current providers able to meet all of the staffing needs of the district?	No.
7. Section II, Paragraph 3, Page 2, Responsibilities: Question: What are the currently daily billable hours i.e. 8 hours/40 per week?	Depends on District/student needs
8. Is there a specific program that is utilized to “collect, monitor, graph and analyze students”? (II. Scope of Services/ Responsibilities and Deliverables/ Responsibilities, Bullet #5)	None at this time
9. When meeting to work directly with students, how much time should be allotted per student per session? (II. Scope of Services/ Responsibilities and Deliverables/ Responsibilities, Bullet #6)	It depends.
10. How often should the Collaborative Classroom Team and/ or The Peer Review Committee (PRC) meet individually and with student’s parents to ensure the Behavior Support Plan (BSP), Functional Behavioral Assessments and/ or Analysis for each student is both current and up-to-date. (II. Scope of Services/ Responsibilities and Deliverables/ Responsibilities, Bullet #1, 7 & 9)	It depends.
11. What specific hardware, system software products, and application software products need to be used by at least three (3) customers and have been in use for at least six (6) months? (E. RFP Miscellaneous Information/ Production Environment Requirements)	IEP Plus

Questions & Answers

12. What format are the audit files currently established and maintained? Electronic (digital), hard copy (paper) or both? (II Scope of Services: Responsibilities and Deliverables/ Responsibilities, First Bullet)	Both.
13. If the district chooses the option to renew for additional one year periods or if the time periods are increased or decreased (due to funding), how much notice is given prior to the decision being made? (II. Scope of Services/ General Information, Paragraph 1 & 2)	90 day notice prior to expiration
14. Who is the current vendor providing the service?	Devereux Cares and Providence Corporation
15. Who currently holds the contract? How many positions are filled?	Devereux Cares and Providence Corporation
16. How are services currently being provided? By Contract and/or school district? In each, do the services vary?	By district and Contracted Services
17. Can we question DE on their current services and what they are looking to improve?	Yes
18. What is the current rate of each position? And/ or services provided?	Hourly rate of \$110.00
19. What is the current billing rate for each service? (Question 5 & 6 are similar)	Hourly rate of \$110.00
20. What is the estimated number of hours per week/ year? (Entire contract or break down per service per location?)	It depends on the needs of the district
21. What is the anticipated number of positions needed for this service? (Contract, Position, Service?)	10 FTE equivalent
22. Are on-call services needed or required? If so, when and how often (if applicable)?	Yes

Questions & Answers

23. Will services be provided in the schools, home, and/ or community settings?	Yes
24. Who will supervise?	School Principal, Director of Special Services
25. How many school days will vendor be able to invoice for per school year?	Approximately 180 days
26. Are professional in-service days required and able to be invoiced? How many per school year?	Yes, approximately 7 days
27. Will staff travel from school to school or be assigned to one school per school year?	Yes
28. Are computers/ laptops/ electronic device of some kind provided? Is the "packaged application & system software" (Current version, page 21, t1) provided and pre-loaded?	Can be provided by the district.
29. If a specific item is needed/ required, who bears the cost?	District
30. How many children are served in the school district? How many children currently have an IEP?	Approximately 16,000 Approximately 3,000
31. Can we submit sample resumes representative of the type of candidates we would present?	Yes
32. Section IV. C. 2. a. Paragraph 2 Page 13 "Cost Methodology & Price" Who is the incumbent contractor (if any) and what was their previous price per hour of service provided? If none please state so.	Devereux Cares and Providence Corporation Hourly rate of \$110.00
33. Section 12 (a). Primary Vendor. specifies the following: The Christina School District expects to negotiate and contract with only one "prime vendor". . . The prime vendor will be responsible for management of all subcontractors. Question: Does that mean the school intends to award the contract to only one	A multiple vendor award selection

Questions & Answers

vendor or is this going to be a multiple vendor award selection?	
<p>34. Scope II., Responsibilities and Deliverables, Behavior Analyst 10 full time equivalents are indicated.</p> <p>What is the average case load for each analyst? Can a combination of full and part time available BCBA's be used to meet the case load or do the analysts have to all have full-time availability?</p>	<p>Depends on student needs Yes</p>
35. What are the current rates that you are being charged for services?	Hourly rate of \$110.00
36. How many full time positions will you looking to fill per job function?	Three
37. How many hours per week will the contractors be required to work?	FTE 37.5 hours per week Part-time depends
38. Will some request just be made for assessments and evaluations?	Not likely
<p>39. I am trying to find out your rates that were awarded last year.</p> <p>The number of FTE you contracted last year.</p> <p>If contracted FTE's last year, by which vendors and how many each contracted.</p> <p>How many FTE's you will need for the upcoming school year.</p> <p>Also if you can share the scoring sheets for the bids that were previously awarded</p>	<p>None</p> <p>Devereux Cares and Providence Corporation</p> <p>Three</p> <p>Nor Applicable</p>
40. How many contracted hours of Behavior Analyst services were utilized last contract/ school year?	Approximately 900 hours
<p>41. Who is/are the current vendor(s) providing Behavior Analyst services? What rate(s) are you paying for these services? Have they been successful in staffing the all of your needs? How many years have they been providing services? Are you happy with the services they're providing?</p>	<p>Devereux Cares and Providence Corporation</p> <p>Hourly rate of \$110.00</p> <p>No</p> <p>2 years</p> <p>Yes</p>

Questions & Answers

42. Does Christina School District currently have any Behavior Analyst compensatory time to make-up?	No
43. Will therapists have access to internet capabilities/computers at Christina School District?	Yes
44. Are orientation sessions / teacher in-service days billable?	Yes